



## **Title: Veterinary Technician – Surgery Center**

**Position Summary:** Under the direction of the Shelter Veterinarian, join us as we grow our high volume spay/neuter surgery center to help our community with affordable alteration and community cat program. Assists in the provision of medical and surgical care of the animals in the shelter and for the public. Administers medications and vaccines, assists with surgery, performs basic laboratory tests, and euthanasia. Works well independently but as part of a team to ensure timely, quality medical care for all animals in the shelter.

## **Supervisor: Medical Manager**

### **ARL Culture:**

Working at the ARL requires a positive attitude and high emotional intelligence. We have an inclusive, mission-driven, people-first culture of compassion in adherence with our organizational values ([www.berksarl.org/values](http://www.berksarl.org/values)) and the animal-sheltering industry's human-animal support services model ([www.humananimalsupportservices.org](http://www.humananimalsupportservices.org)). Advocacy of the ARL and animal welfare as it relates to animal sheltering is central to organizational goals and community/stakeholder conversations.

Staff members at all levels are expected to be ARL mission ambassadors. This person will be devoted to assisting the organization accomplish the necessary philanthropic duties that will assist in raising funds and spreading positive awareness of the organization to the community. These duties include, but are not limited to:

- Providing needed information for stories and promotions.
- Ensuring the needs of the animals and public are met whenever possible.
- Assisting with events or fundraising as needed.

### **Examples of Duties and Responsibilities:**

- Low stress Fear Free handling, restraint and triage all animals entering the clinic
- Medicate orally, SQ, IM and IV as directed by the Shelter Veterinarian
- Prepare animals for and assist in surgery
- Aid in the post-op recovery and monitor vital signs
- Administration and monitoring of anesthesia
- Collect appropriate samples and perform basic laboratory tests, including decapitation for rabies testing
- Reviews surgery animal records on a daily basis to ensure that all medical or treatment records are up to date and accurate

- Implantation of microchips and ear tipping
- Works with the Shelter Veterinarian to ensure staff is aware of all medical conditions that need to be monitored
- Assists with the medical care of animals in our main shelter, Foster, Outreach, and TNR programs
- Perform euthanasia
- Properly record all drug activity, DEA logs, and statistics, as required by law and ARL's policy
- Maintain accurate and complete medical records, including computer data entry
- Assist in the documentation of cruelty cases
- Assist in performance of necropsy, as needed
- Cleaning of medical areas, equipment, kennels and cages
- Maintain medical equipment
- Aging, sexing, and accurate breed identification
- Work with volunteers in a kind and welcoming manner as needed
- Other job duties as assigned by the Deputy Director or Shelter Veterinarian

#### **Skills and Requirements:**

- Must be 21 years of age or older
- Minimum of 3 years of experience working in veterinary medicine
- Previous experience working in shelters preferred but not required
- Eligibility for and willingness to apply for euthanasia technician certification
- Good written and oral communication skills
- Critical thinking and problem-solving skills, able to multi-task and prioritize
- Dependable, reliable, and efficient
- Stay up to date on the most current shelter medicine protocols recommended by veterinary institutions
- Must have PA driver's license
- Must be able to lift at least 50 pounds and stand for prolonged periods of time
- Must have a passion for the mission of the ARL

#### **Work Environment:**

- The employee will regularly be exposed to the following: potentially zoonotic diseases (including rabies), large animals, loud noises (e.g. barking dogs), and odors
- Examination, restraint, and treatment of a high volume of animals is physically and emotionally demanding
- Euthanasia is performed in the facility and assisting with best practice euthanasia is a specific job task for this position
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Overtime:** This position is eligible for overtime.

Full-time, non-exempt, competitive salary, education opportunities, plus benefits, including medical, prescription, vision and dental insurance, annual leave, EAP program and a Simple IRA plan. Will require nighttime, weekend and holiday work.

**Note:** This job description is not intended to be all-inclusive. Employees may be required to perform other related duties to meet the on-going needs of the organization.

*Animal Rescue League is committed to being an Equal Opportunity Employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, citizenship status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them. EOE/M/F/D/V/SO.*

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all of the stated requirements.

---

Employee Signature

---

Date

---

Director of Human Resources Signature

---

Date

